

**TOWN OF MILLVILLE
RENTAL OF FACILITIES
Procedures and Guidelines**



TOWN OF MILLVILLE – RENTAL OF FACILITIES PROCEDURES & GUIDELINES

OVERVIEW: The Town of Millville permits the public to reserve some of its public facilities for private functions, meetings, sports activities, baby showers, and similar activities, when not scheduled for the Town Council, Boards, Commissions, or other priority uses. A Facility Use Application form will need to be completed.

To reserve any of these facilities, the Town has instituted certain restrictions and regulations for use of Town facilities, as explained below. Please read these rules very carefully and use them to assist you in completing your Facility Use Application. Please direct any questions to the Town Manager or designee.

EXCLUSIONS: An applicant may be excluded from eligibility for use for the following reasons:

1. The applicant has an outstanding obligation due to the Town of Millville which is in violation of the Clean Hands Ordinance.
2. The applicant has previously violated or abused the provisions of the reservation system.
3. The applicant has previously exhibited behavior that could bring the Town into public disrepute.

APPLICANT STATUS: An applicant must be 21 years old or older, and one of the following:

1. An individual requesting a reservation for private use.
2. An official representative of a business requesting a reservation for a business, company, or corporation.
3. An official representative or officer of a not-for-profit group, association, or social organization.
4. An official representative of a sports, recreation or leisure organization, league, or sanctioning body.

ADMINISTRATION: The Town Manager or designee is responsible for implementing the reservation system and is authorized to verify use eligibility based upon the criteria established in this procedure.

APPLICATION PROCEDURE:

- Review the Procedure and Guidelines section on our website
- Complete the appropriate Facility Use Application form (Town Hall or Community Building)
- Attach any documents required such as liability insurance, proof of residence, non-profit, etc.
- Return fully completed application by mail, or stop by Town Hall with your deposit check. Dates will not be booked until fully completed application, all required documents, and deposit check is received. NO EXCEPTIONS!
- Full payment required 15 days before the event date by either check, cash, or credit card.
- Questions with application: Call 302-539-0449

Use of facilities shall be awarded on a first come, first-served basis. Applications will not be accepted more than 6 months in advance. Incomplete applications will be returned to the applicant. A new application must be submitted every 6 months for reoccurring reservation requests. The application must be submitted 30 days prior to the below situations.

- Tournaments/open space area for large or small events
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- Use of rooms for large event (100 or more people)
- Use of rooms for small event (less than 100 people)

Applications are reviewed and approved by the Town Manager or designee and coordinated by the staff of the Town of Millville. Applicant(s) or their representative(s) may be required to meet with the Town Manager or designee at the requested facility once the application is approved.

ALLOWABLE USES AND RESTRICTIONS: The Town of Millville facilities are available with some restrictions. The restrictions are established to protect the health, safety, and welfare of the public, to prevent damages to Town property, and to maintain order and access to the facilities.

1. ALCOHOL

* Anyone serving alcohol must obtain a license available through the Office of the Delaware Alcoholic Beverage Control Commissioner. This license must be either submitted with the application, or 15 days prior to the event.

* An additional \$300,000 in host liability insurance is required if alcohol is served.

2. GAMBLING: Gambling or games of chance for monetary advantage must have a permit from the Delaware Division of Professional Regulations. For information regarding state permits visit www.dpr.delaware.gov/boards/gaming.

3. PARKING: Parking is limited to the designated parking lot or open field. If using mobile food vendors, please contact the Town Hall to location of parking for these vehicles.

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5. PRIVATE CONCESSIONS: Any request for concession operations must be evaluated and approved prior to the reservation. Unless this is a Town sponsored event, applicants must purchase a Town Business License, Permitted Public Event Permit or Mobile Food Vendor License.

6. HOURS OF TOWN OPERATION: Park hours are from dawn to dusk. Hours for Town Hall are Monday-Friday 8:30 a.m. to 4:30 p.m.

7. TOWN ORDINANCES: All uses permitted on Town property shall conform to the local ordinances and rules established by the Town Council. The Town's ordinances can be found at www.millville.delaware.gov under Charter & Code.

8. EQUIPMENT/SUPPLIES: The Town of Millville is not responsible for the use, safety, security or upkeep of any supplies or equipment provided by a tournament/event organizer to support their event. All such equipment and supplies must be removed from Town property

immediately upon conclusion of tournament/event. The Town of Millville's tables, chairs, etc. must remain inside and may not be removed from the facility. Please do not remove items from kitchen area. (ex: towels, hand soap, hand sanitizer, hand towels, etc.)

9. **OPEN FLAME POLICY:** Open flames are not permitted in any facilities for the Town of Millville with the exception of Sterno cannisters used for food service.
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11. **FUNDRAISING AND FEES:** All requests must be approved by the Town Manager and details given on the Facility Use application.
12. **SECURITY AND CHAPERONES:** The Town reserves the right to require chaperones, security, or traffic control, to be provided at the expense of the renter. **Minors:** If the event is primarily for children and/or minors, there must be one adult for every 15 minors. A minor is defined as anyone under the age of 21. The renter is responsible for ensuring that this ratio is maintained throughout the event.
13. **DAMAGES OR INJURY:** The Town of Millville is not responsible for damages or injuries to property or persons associated with the use of their facilities.
14. **VIEW OF FACILITY:** Renters can and are encouraged to view the rental area beforehand for electric accessibility, or any other needs. Please provide details on the Facility Use Application to any concerns, or if you wish to view the facility before your event.

TIMELINE TO REQUEST USE OF TOWN FACILITIES: Facility Use Applications must be completed in full, have required documents attached, and submitted to the Town of Millville with your deposit check 30 days prior to your event. **A reservation will not be permitted more than six (6) months in advance.**

FREQUENCY AND NUMBER OF USES: The frequency and number of uses by an applicant may be restricted to ensure a fair distribution of uses between eligible applicants and to avoid a disproportionate use by one or more applicants. A maximum use of facilities of once per month may be applied. Tournaments may be limited to once per month depending on usage/needs.

CHANGES IN THE APPLICATION: Any request for deviation from the completed Facility Use Application after approval is granted must be submitted in writing prior to the reservation and appropriate approvals must be obtained.

SETUP/DECORATIONS: Approved applicants are responsible for providing all the necessary setup, breakdown, and any cleanup for the use without the assistance of Town employees or agents (excluding tables and chairs). All rooms used will be left in the same condition as arrival. The use of tape, nails, tacks, screws, command strips, or any similar fastening devices are **strictly prohibited** for attachment of any object to the walls, ceiling, floor, windows or any other part of the rented space. No confetti or glitter anywhere inside or around the building is allowed. This includes centerpieces, fabric runners with glitter, etc. No fireworks/open flames of any kind are allowed in the building. Any decorations brought into the building must be removed at the end of the event.

NOTE: The time to perform any set up or break down activities are to be included in your application and fees will be charged for this time. The applicant is required to clean the area of trash generated. All garbage is to be disposed of in the appropriate dumpster receptacles. Town Hall's location is near the garage bay doors. The community building is located in the rear parking lot. The applicant shall neither damage nor permit damage to Town property. If Town property is damaged, the applicant is required to report it to the Town Manager or designee immediately and assume responsibility. Damage fees will then be assessed and invoiced to the applicant. **Failure to practice appropriate cleanup procedures will result in an assessed cleanup fee against the applicant and may be charged against the deposit.**

LIABILITY INSURANCE: All applicants are required to provide a certificate of insurance with their application. Events will be declined if insurance is not received. NO EXCEPTIONS! Exact wording on certificates should be "The Town of Millville, 36404 Club House Road, Millville DE 19967" as an additional insured. Additional liability precautions may be required upon receiving application.

- Additional license is required for alcohol being served \$300,000 host liability insurance
- Tournaments, sporting events, special events, applicant shall provide comprehensive general liability insurance with a value of \$1,000,000.

MANDATED CHANGES/CANCELLATIONS: All applicants must understand that any event or reservation can be changed or canceled at the discretion of the Town Manager or designee for any reason if the approved event or reservation interferes with any Town of Millville projects, events, or any other necessary government function.

If weather conditions make circumstances unsafe, impractical, and/or open area or Town property vulnerable to excessive damage, the Town Manager or designee has the authority to cancel or postpone a reservation.

Neither the Town nor the approved applicant are liable for failure to perform their obligation if such failures are a result of force majeure events, including fire, flood, earthquake, storm, hurricane or other natural disasters, wars, acts of terrorism, riot, epidemics, pandemics, or similar circumstances beyond the control of the parties.

If the Town cancels for any of the reasons listed above, all payments will be refunded.

If an approved applicant cancels for any reason **less than 10 days prior to the event** other than the force majeure events listed above, the applicant's payments/deposits will be forfeited . and privileges to rent in future may be revoked.

PENALTY FOR NONCOMPLIANCE: Noncompliance with any of these written rules either prior to, or during an event, may result in the revocation of all approved reservations or immediate reservation cancellation.

NON-PROFIT: A copy of the non-profit certification is required to be submitted along with application.

1.18 EVENING and END TIME RENTALS: All evening/ending time rentals must be completed and vacate the building by their application end times. Rentals running till 10:30p.m. must be ready to vacate

premises by 10:30 pm or before. There are no exceptions. Set up and clean up time must be included in rental times. Any questions, please contact Town Hall. (302-539-0449)

Print or keep these guidelines handy for your information. The Facility Use Application has a box to check that you have read, reviewed and will comply to all items listed above in our Procedures and Guidelines.

